

The following questions will help the City help you streamline your permit application. We can determine potential critical issues that may arise by addressing these questions. Discussing these in the pre-development phase could save you many days and months in the time it takes to permit your project. This is the main objective of the Major Projects Team.

Please submit your answers 3 days prior to the meeting. In addition, please add any issues of concern at the end of this questionnaire.

We appreciate you filling out this questionnaire. With your answers, we can begin to address the critical path of your project and provide important information to you at the meeting.

Zoning - Bureau of Planning (SAP/SPI)

1. Does the subject property have conditional zoning? _____
If yes, do you have documentation of the conditional zoning i.e. adopted legislation? _____
2. Does the construction of the project include several parcels? _____
If yes, is there a need to consolidate these parcels to construct the project. Does the configuration of the parcels match the City's official cadastral maps? _____
3. Will variances or special exceptions be required to construct the project? _____
4. Does the project require a special administrative permit approval? _____

For additional information call Enrique Bascunana at 404-330-6296 or go to <http://www.atlantaga.gov/government/panning/burofbuildings.aspx>.

Zoning Enforcement

1. Do you know how the property is zoned (usage)? _____
A zoning designation is assigned to every parcel of land in the City of Atlanta and governs any proposed development as to land use and related criteria.
2. Does your parking meet the zoning requirements (Most zoning districts require parking)? _____
Note your number of parking spaces and whether the parking is underground or vertical? _____

Parking requirements are applied to most projects and are governed by the specific zoning classification and the proposed use. The City of Atlanta Zoning Code is available on line through the City Webpage (www.atlantaga.gov) or may be purchased from the City Clerk's Office.
3. Is this a project that requires a DRI (Development of Regional Impact)? If so, have you pursued it? _____
Certain projects due to their size or complexity require approval from the Atlanta Regional Commission in the form of a Development of Regional Impact (DRI). Submittals for DRI approval are made through local government, Bureau of Planning
4. Is this a project that requires a DRI (Development of Regional Impact)? _____ If so, have you pursued it?

For additional information call Zoning at 404-330-6175; email a request to Ann Heard at ahheard@atlantaga.gov , 404-330-6239 or fax a request to 404 331-8902 or go to <http://www.atlantaga.gov/government/panning/burofbuildings.aspx>.

Arborist Division

1. Does parking requirements meet the ordinance for trees? Section 158-310. _____
2. Does plan meet minimum tree cover in spacing as indicated in Section 158-103? _____
3. Are tree boundaries destroyed? If so, must have written permission from tree owner to destroy trees. _____

***For additional information call Ainsley Caldwell at 404-330-6328 or go to
<http://www.atlantaga.gov/government/planning/newarborist012706.aspx>***

Urban Design/Historic Resource/City

1. Is the property designated by the City to a category of historic protection either as an individual building or as a building located within a district? _____

If so, the Commission will need to issue a certificate of appropriateness for the project before a building permit can be obtained.

2. Does the project include any art work for which the City has contracted, will be placed on City property or become the property of the City? _____

If so, the Commission will need to review and comment on the art before a building permit can be obtained.

3. Does the project include the construction of a city park or any changes to an existing city park? _____

If so, the Commission will need to review and comment on the park before a building permit can be obtained.

4. Does the project include construction on city land or construction that extends over the public right-of-way? _____

If so, the Commission will need to review and comment on the project before a building permit can be obtained.

5. Does the project include property designated by the City to a category of historic protection either as an individual building or as a building located within a district that requires any action before the Zoning Review Board or the Board of Zoning Adjustment? _____

If so, the Commission will need to review and comment on the project before it is heard by the ZRB of BZA.

6. Does the project involve the use of capital expenditures by the City or other public agencies or authorities that are required to submit plans for review by the City? _____

If so, the Commission will need to review and comment on the project before a building permit can be obtained.

7. If the project is considered to be a City project, does it meet the 1.5 percent for art requirements? _____
[See #2 above.]

These are the responsibilities of the Atlanta Urban Design Commission as set out in Sec. 6-4043(e) of the Atlanta Land Development Code.

***For additional information call Karen Huebner at 404-330-6201 or go to
<http://www.atlantaga.gov/government/planning/burofbuildings.aspx>***

Fire Protection Division

1. Have you checked fire department hydrant location to ensure compliance with international code and fire department connections? _____
2. Have you checked fire department apparatus access/fire land to ensure compliance with international fire code?

For additional information call H. B. Dodson at 404-853-7076 or email at hdodson@atlantaga.gov

Department of Watershed Management - Site Development**Stormwater Management Plan**

Post-development stormwater management ordinance requires a stormwater management plan for all multi-family and commercial projects.

1. Is your post-development peak rate of runoff limited to 70% of pre-development? _____
2. Have you identified location(s) of stormwater discharge from site? _____

For additional information call Richard Chime at 404-817-7864 or email at rchime@atlantaga.gov

Sewer Capacity

Some areas of the City are "capacity limited" and require application of capacity credits, sewer rehabilitation or new relief projects. You must get approval from Sewer Capacity. Do you have that approval? _____

For additional information call Dennis Morris at 404-330-6249 or email at dmorris@atlantaga.gov or Kendall Mitzner at the Program Management Team (404-979-6999).

Water Capacity

DWM Bureau of Drinking Water verifies availability of water capacity. You must get approval from Water Capacity. Do you have that approval? _____

For additional information call Peter Tinubu at 404-235-2064 or email at Peter.Tinubu@atlwater.com. Visit <http://www.cleanwateratlanta.org> for more information.

Relocation of Existing Sewer and Water Utilities

1. Have you identified any proposed relocation of existing sewer or water utilities? _____

For additional information call Peter Tinubu at 404-235-2064 or email at Peter.Tinubu@atlwater.com). Visit <http://www.cleanwateratlanta.org> for more information.

Erosion Control/Waters of State

Sites greater than 1 acre or within 200-ft of "waters of the state" require submittal to Georgia Soil and Water Conservation Commission (GSWCC).

Multi-family and commercial projects require a 3-phase erosion control plan.

1. Is your site located on more than 1 acre? _____
2. Is your site located within 200 ft. of "waters of the state"? _____

For additional information call Greg Gutzwiler at 404 330-6990 or email at ggutzwile@atlantaga.gov

Flood Plain

Flood plain ordinance prohibits building or fill within 15-ft horizontal and 2-ft vertical of the 100-year flood plain. FEMA flood plain mapping is accepted. If stream is not mapped by FEMA, an engineered flood study is required.

For additional information call Lance Clark at 404-589-2703 or email at lclark@atlantaga.gov

Stream Bank Buffers

State buffer is 25-ft; City buffer is 75-ft.

1. Is your proposed construction within 25-ft buffer? _____
If so, your project requires a variance from EPD.
2. Is your proposed construction within 75-ft buffer from City? _____
If so, your project requires a variance from the City.

For additional information call Lowell Chambers 404-330-6249 or email at lwchambers@atlantaga.gov

For more information on Site Development and all your Clean Water needs go to <http://www.cleanwateratlanta.org>

Office of Transportation

1. Is the Project on a State Route? _____
The implication will be the requirement of a deceleration lane by the GDOT. This criterion is based on an ADT of 30,000 vehicles per day or higher. If the project is on a State route the GDOT uses a driveway with turning radii. On City of Atlanta streets we use curb cuts with ADA access.
2. Will the driveways be gated? _____
If so the City of Atlanta requires "reservoir spaces" as per Section 30-1205 of the City's Code of Ordinances, which specifies the length of each 22 feet long space which has to be measured from the limit of the right-of-way.
3. Does the development have signs or canopies extending into the right-of-way? _____
The developer has to enter into an "Encroachment Agreement" with the City. This requires an application from the Department of Public Works.
4. Does the development have foundations that extend into the city's right-of-way? _____
This requires a Resolution from City Council for a "Tie-Back" agreement. This application is also made at the Department of Public Works.

For additional information call Lorn Whittaker at 404-330-6501 or email at lwhittaker@atlantaga.gov

Solid Waste Services

1. Will this development be a mixed community? _____
2. Will this development have private streets? _____
3. Will this development be a gated? _____
4. What type solid waste container will this development be using? _____
5. How many units will be built within this development? _____
6. Will this development have attached units? _____
7. Is this a Multifamily project? _____
If so, multifamily projects require recycling components along with waste disposal.

For additional information call Verna Singleton at 404-330-6439 or email at vsingleton@atlantaga.gov

Grease Trap Installation Requirements

Does your project include a dishwasher? _____

All food service establishments with dishwasher(s) according to Grease Ordinance Section 154-297.01 and 154-297.02, requires two 1500 gallons of grease trap to be proposed in the plans or tied to an existing grease trap of equal capacity where available.

The indoor grease traps 70 pound or 35 gallons minimum capacity may be approved for small establishments without dishwasher, however, the proposed plans must show connection of all kitchen such as sinks to the trap and the grease interceptor details from the manufacturer must be attached to the plans.

All Facilities are required to submit four (4) copies of the following before obtaining a plumbing permit:

1. Site plan
2. Floor plan
3. Plumbing Plans
4. Specification of the proposed grease trap
5. Contact Person For Plans, Phone #, Cell #, Fax #.

Please contact the grease management office at (404) 853-7838 to schedule appointment.

Without a scheduled appointment walk-in plans will be reviewed 7 am – 9 am. Plans can be dropped off for review and picked up the following work day (after 24 hours).

Grease Management
675 Ponce DeLeon Ave.
Suite # 5300
Atlanta, Georgia. 30308

For additional information call Joseph Oguntoye at 494,853-7534 or email at joguntoye@atlantaga.gov

General Information

All plans submitted for issuance of a building permit must be accurate, legible, include dimensions, be drawn to a standard scale, and meet minimum industry-wide acceptable architectural and engineering standards. The City reserves the right to require additional information for plan review analysis. Please note that an ***accurate project description***, as specified under the general requirements for architectural/structural plans, will make both the intake process and plan review ***much faster and easier!***

Note: Plans marked “Not Released for Construction”, “preliminary”; “permit only” and the like shall not be accepted for review, except as noted for site and foundation permits.

More information can be found at the Bureau of Buildings home page at <http://www.atlantaga.gov/government/planning/burofbuildings.aspx> and under ‘Permit Issuance/Customer Service’ and ‘Determine if I have a Major Project’.